

SUBJECT: Procedure for Requesting Flood Plain and Base Flood Elevation (BFE) Determinations

EFFECTIVE DATE: June 5, 2007, Rev. 2-2011

POLICY NUMBER: PL - 015

SEE ALSO: PLF - 097

POLICY SUMMARY

Requests for written Flood Hazard Area and Base Flood Elevation (BFE) determinations for specific properties within the City of Salina may be submitted in writing or by phone. Requests should be submitted in writing to the Planning Division of Development Services, Room 201 of the City-County Building or you may call 309-5720 and submit your request by phone.

All requests must include the address and full legal description of the subject property.

A draft form (PLF – 097) will be prepared for the Zoning Administrator or Planner to determine whether the property is shown to be in or outside the mapped 100 year flood plain or whether it already has a Letter of Map Amendment (LOMA).

If the property is determined to be within the mapped 100 year flood plain the form will be referred to the City Engineer for a local determination of the Base Flood Elevation (BFE). This determination is not binding on FEMA which may make its own BFE determination for a particular property.

Once complete the form will be mailed to the requesting party or may be picked up in Room 201 of the City-County Building. A copy of the completed BFE form will be retained in the address file for the property.